



NEW JERSEY AIR NATIONAL GUARD
HEADQUARTERS NEW JERSEY AIR NATIONAL GUARD

MEMORANDUM FOR 177FW 108ARW

9 August 2002

FROM: NJANG/CC
3650 Saylor's Pond Road
Fort Dix, NJ 08640-7600

SUBJECT: Interim NJANG Policy Guidance -Ancillary and Other Training Requirements

1. This letter outlines interim policy guidance for Ancillary and Other Training requirements for members assigned to the New Jersey Air National Guard. This guidance expires on 1 October 2003.

2. Current OPSTEMPO and PERSTEMPO demands place a premium on effectively managing time and organizational energy. Concurrent with the growth of these operational demands has been a marked increase in the number of ancillary and other training requirements. These requirements directly impact our strength since our traditional enlisted members want to be focused on the mission and training within their Air Force Specialty.

3. Therefore, the following adjustments to the Ancillary and Other Training requirements are hereby authorized for a one-year period. As the senior leadership of the NJANG, all training requirements are our ultimate responsibility. We believe this policy infuses some realism in the training arena without any degradation to mission readiness or the safety of our personnel.

4. **Low Risk Training Requirement:** These could have minimal impact on our wartime mission, therefore, the following requirements are modified as indicated:

- a. Communications, Computer, Command and Control (C4) Security Awareness Training and Education (SATE), Communications Security (COMSEC), and Operational Security (OPSEC). Merge SATE, COMSEC, OPSEC awareness training into a single session. C4/SATE already incorporates Communications Security and Operational Security as associated topics under its training plan. Initial training should be conducted within 12 months of assignment, and the interval for recurring training is 12 months. Deliver training via computer resources.
- b. Human Relations Training (Initial and One-time Requirements). Merge initial and one-time Equal Employment Opportunity, Cultural Diversity, and EO-2000 into one training session. Develop a syllabus that specifically addresses each area. Teach in a 3-4 hour block of classroom instruction and provide initial training within 12 months of assignment.

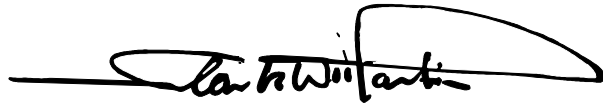
- c. **Human Relations Training (Recurring).** Merge all Human Relations, Sexual Harassment Awareness, Drug and Alcohol Awareness, Ethics, Standards of Conduct, and Personal Financial Responsibility into one training session. Conduct training every 48 months in one 2-3 hour classroom-training block.

5. **Medium to High Risk Training Requirements.** The requirements have some impact on our wartime readiness. The following requirements are modified as indicated:

- a. **Uniform Code of Military Justice (UCMJ)/Code of Conduct/Law of Armed Conflict (LOAC)/Protection of the President.** Provide initial training within 12 months of assignment. Then provide just-in time training just prior to OCONUS deployments. JA would conduct a one-hour session that will be given at the same time. JA does other pre-deployment briefings. If not deployed, will provide refresher training every four years.
- b. **Force Protection.** Provide initial training within 12 months of assignment. Provide just-in-time training prior to OCONUS deployments. If not deployed, conduct refresher training annually.
- c. **Chemical Warfare Defense and CW Task Qualification Training.** Provide initial training within 12 months of assignment. An annual wing ATSO exercise accompanied with a CWD refresher briefing should update all CWD currencies.
- d. **EOD Recognition Training.** Provide initial training within 12 months of assignment. Conduct refresher training annually. Provide just-in-time training prior to deployment.

6. There are many other Ancillaries and different types of training topics which are not addressed in this policy memorandum. These will still be completed as prescribed by the governing directives, either MAJCOM or Air National Guard as appropriate. Training requirements and informational briefings on other matters, for example, sexual misconduct and sexual anti-gay harassment training requirements will still be administered as determined by command. These topics are not addressed in the policy memorandum, but are still important. For example, the reference to sexual misconduct and orientation briefings, while there is no specific requirement other than the initial briefing, it does address key personnel programs that must be addressed, as command deems appropriate. The other training requirements that are necessary for any type of short notice, AEF, operational requirements, or on-time briefings will also be determined by command and administered as deemed appropriate.

7. This policy provides you the flexibility needed to execute our State/Federal missions while at the same time ensuring that the NJANG meets the training requirements necessary to ensure safe, efficient and timely mission accomplishment. This interim policy will provide both wings with more available training time to hone combat readiness skills through mission and AFSC training. We cannot afford to lose our most important assets, our traditional guard members because of excessive training requirements not directly related to their Air Force Specialty. This policy should enhance our combat readiness without degrading our "real world" ancillary and other training requirements. And, as this is a Headquarters NJANG directed policy, then the responsibility for such rests with me.

A handwritten signature in black ink, appearing to read "Clark W. Martin", with a large, sweeping loop at the end.

CLARK w. MARTIN, Major General, NJANG
Commander

cc:
NJANG/CS/ AXO/CCM/DP
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